

Job Description

London Borough of

Redbridge



Job title	Science Technician	Grade	LBR 4
School	Oaks Park High School		
Reports to	Senior Science Technician		
Purpose of job			
To support the practical work for teaching in the Science Department, including assistance to teachers and pupils where appropriate .			
Main duties and responsibilities			
<p>Core areas of responsibility:</p> <ul style="list-style-type: none">● Making up solutions.● Assembling apparatus.● Delivering equipment to rooms.● Collecting, checking and returning equipment to store.● Taking care of laboratory equipment and apparatus.● Carrying out and arranging for maintenance and repair of resources.● Constructing and modifying apparatus.● General laboratory cleaning (bench surfaces and fixed equipment).● Cleaning laboratory sinks, emptying sink traps.● Organising and storing chemicals and equipment.● Stocktaking chemicals and equipment.● Obtaining materials by local purchase.● Disposing of waste materials.● Caring for animals and plants.● Trialling practical activities.● Carrying out risk assessments for technician activities.● Providing technical support to experienced and trainee teachers, including health and safety guidance.● Providing technical support to students, including health and safety advice.● Assisting in practical classes.● Carrying out demonstrations.● Keeping up to date with developments in practical science.● Keeping up to date with health and safety requirements.● Carrying out health and safety checks on laboratories, prep rooms and stores.● Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.● Distributing books, paper, glue etc. to teachers.● Photocopying worksheets etc. for Science lessons.● Answering the telephone and relaying messages.● Preparing visual aids.● Monitoring and recording the exchange of equipment with other departments or schools.● Assisting with recording and management of assessment data.● Liaise with the Head of Science to organise and maintain online systems e.g. Kerboodle.			

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- To act as the first port of call and gatekeeper for students to report to when seeking welfare/First Aid assistance and supporting the school's First Aid rota and keeping accurate records around this.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment.

Person Specification

Job Title	Science Technician	Grade	LBR 4
School	Oaks Park High School		
Education and Qualifications: <ul style="list-style-type: none">● Good standard of literacy and numeracy (Level 2 or above).● Science qualification at level 2 or above.			
Experience/Knowledge/Skills: <ul style="list-style-type: none">● Background in a Science (Biology, Chemistry, Physics).● Good IT skills.● Knowledge of health & safety in relation to Science in schools.● Ability to use specialist equipment.● Ability to relate well to children and adults.● Work constructively as part of a team.● Ability to work on own initiative.● Ability to work under pressure.● Flexibility and a good sense of humour.● Committed to maintaining a positive ethos.● A willingness to be fully involved in the life of the school.● Working as part of a team.			
Other job requirements: <ul style="list-style-type: none">● Enhanced DBS check.			
Signed:		Date:	